

**Executive Services**  
**Record Retention Plan**  
Updated 10-20-06

<b>Type of Record</b>	<b>Description</b>	<b>Retention Period</b>	<b>Person Responsible</b>	<b>Format</b>	<b>Location</b>
Annual Meeting	Programs, Minutes, Transcripts	Permanent	Executive Assistant	Electronic	Server
BOG	Awards Brochure	Permanent	Executive Assistant	Electronic	Server
BOG	BOG Agendas - committee minutes, agendas, exhibits	Permanent	Executive Assistant	Electronic*OCR	Server
BOG	BOG Handbook	Permanent	Executive Assistant	Electronic	Server
BOG	BOG Minutes	Permanent	Executive Assistant	Electronic*OCR	Server
HOD	HOD Agenda	Permanent	Executive Assistant	Electronic*OCR	Server

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HOD	HOD Handbook – includes summary of actions, roster of delegates, list of local bar presidents and section chairs, updated HOD Rules of Procedure, updated Legislative Guidelines, and date and location of HOD meeting	Permanent	Executive Assistant	Electronic	Server
HOD	HOD Rules – yearly update	Permanent	General Counsel	Electronic	Server
HOD	HOD supporting documents – vote records, additional resolutions, signed attendance forms, etc.	Permanent	Executive Assistant	Electronic	Server
HOD	HOD Transcript	Permanent	Executive Assistant	Electronic*OCR	Server
Reports	Various Task Force Reports	Permanent	Executive Director	Electronic	Server
Rules/Regs	Bar Bylaws	Permanent	General Counsel	Electronic	Server

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Rules/Regs	ORPC – yearly update	Permanent	General Counsel	Electronic	Server
Public Member	See Member Services RRP				